

OGDEN DUNES STREET DEPARTMENT

Job Description: Manager, Ogden Dunes Street Department

SUMMARY DESCRIPTION

The manager of the Ogden Dunes Street Department organizes, monitors, and supervises the department in all street and storm drain maintenance operations.

RESPONSIBILITIES

Incumbent is expected to perform the following duties. The incumbent may also be required to perform additional or different duties from those set forth below to address the needs of the town and changing requirements and/or practices.

- Plan, prioritize, assign, supervise, review, and participate in the work of staff and external resources responsible for street, street lighting, and storm drain maintenance operations.
- Establish schedules and methods for providing street maintenance services and allocate resources accordingly.
- Participate in the development and implementation of all street department goals and objectives as well as policies and procedures.
- Lead the selection of street maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform the most technical and complex tasks of the work unit.
- Maintain records concerning operations and programs; prepare reports on operations and activities.
- Coordinate with contractors in providing contract services, when needed. Solicit and collect bids for new equipment and contracted maintenance work.
- Assist the Volunteer Fire Department; maintain credentials to assist with fires and fire prevention initiatives.
- Perform related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE & ABILITIES

The incumbent will be expected to demonstrate the following qualifications and knowledge:

- Principles and practices of street and storm drain maintenance.
- Equipment, tools and materials used in public works activities and services.
- Principles of electrical systems.

- Principles of supervision and training.
- Principles and practices of safety management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent local, state and federal laws, ordinances and rules.

The incumbent will also be expected to demonstrate the ability to:

- Organize, implement and direct street maintenance operations and activities.
- Interpret and explain pertinent department policies and procedures.
- Develop cost estimates for supplies and equipment.
- Perform the most complex maintenance duties and operate related equipment.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including town residents, elected officials, town committee membership, and other town employees.

REQUIRED EDUCATION & EXPERIENCE LEVEL

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education/Training: Two years of college level course work that includes business, management, engineering, or a related field.
- Experience: Four years of increasingly responsible street maintenance experience including some lead supervisory experience.
- License or Certificate: Possession of an appropriate, valid driver's license and possession of other licenses as required by state and federal regulations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Work is performed in an indoor office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

- Physical: Primary functions require sufficient physical ability, strength and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction.
- Hearing: Hear in the normal audio range with or without correction.

The Town of Ogden Dunes is an Equal Employment Opportunity Employer. Applicants are considered for employment without regard to race, color, national origin, sex, age, disability, veteran status, genetic information, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Ogden Dunes will comply with its legal obligations to provide reasonable accommodation to qualified disabled applicants.

APPLICATIONS

Applicants should send their resume and cover letter to juliaodtown@comcast.net no later than Friday, April 29, 2016. A completed application is also required and can be requested from Julia.